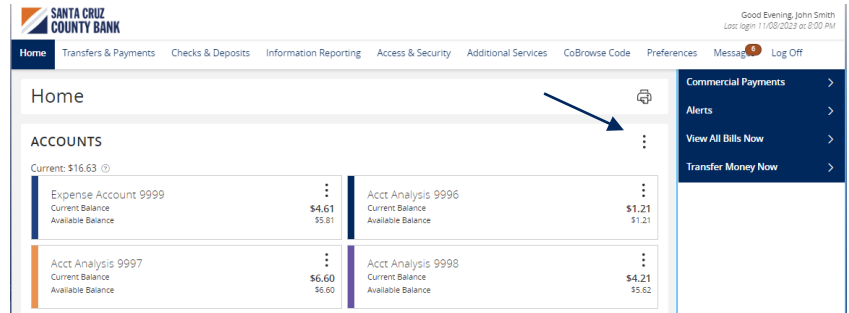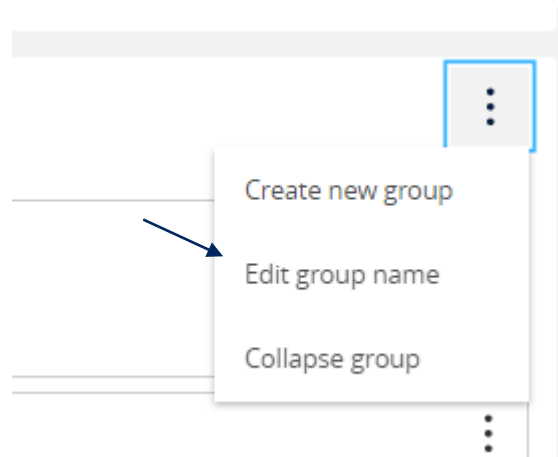**NOTE:** Account Labeling allows you to group accounts for easy identification. Only User Administrators will have access to this function.
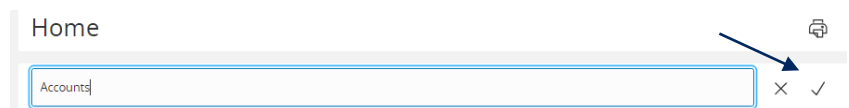
1. On the homepage, select the 'Options' icon, next to each group name you would like to edit.

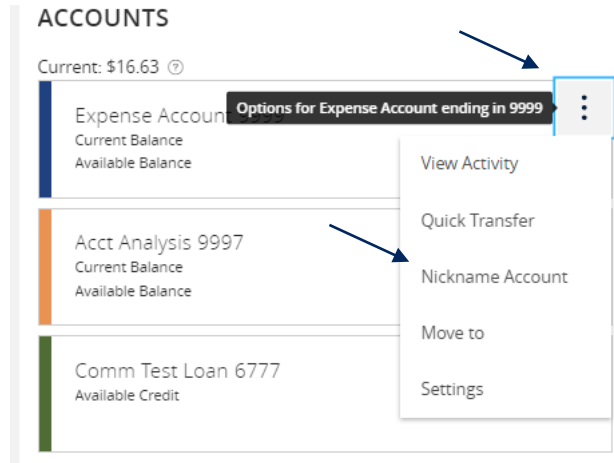2. Select 'Edit Group Name' to start labeling your account groups.

3. Then select the 'Checkmark' to save your changes.

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4. Select the 'Options' icon next to each account then select 'Nickname Account' to change its name.

5. You can provide a 'Global Nickname' or change the current "Personal Nickname".

6. Click 'Save' when done.

NOTE: The global nickname changes the account name for all users who do not have their own nickname set for this account. Your personal nickname for this account is only visible to you.

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